

## Timesheets

**As the employer, you are responsible for keeping track of the number of hours a provider works each day and checking to make sure that the correct number of hours are entered on timesheets.**

If you have multiple providers, you must also make sure that each provider does not work more than the number of hours they have been assigned.

### **Keeping track of service hours.**

- Timesheets are sent to each provider two times each month and are attached to the check and/or pay stub that the provider receives.
- If you have more than one provider, you will need to decide how many hours each provider should work each month. If you need help with this, contact your county IHSS office.
- The authorized hours should be spread throughout the month to ensure that your care needs are met. In most cases, the hours worked the first half of the month should be about half of your total hours.

***Providers are only eligible to be paid for the authorized hours they worked.***

- It is YOUR responsibility to let each provider know how many hours are assigned to him/her. Make sure you and your provider(s) agree on the number of hours of work for each week.
- Use a calendar or other tool to keep track of the amount of time worked by your provider(s). Fill in the number of hours worked every time he/she works and ask him/her to write their initials next to the number.
- Before signing the timesheet, compare the hours the provider has put in with your records to make sure he/she included only hours actually worked.

## Here are some additional tips to help you and your provider avoid timesheet problems:

1. Use black or blue ink only to write the hours worked. Numbers must be readable. Timesheets completed in pencil will not be accepted.
2. A zero (0) should be entered for any days that the provider does not work.
3. Make sure you and your provider agree on how many hours he/she worked before you sign the timesheet. If you have disagreements with your provider about the number of hours worked and cannot reach agreement, call your county IHSS office for help.
4. Check to make sure the hours on the timesheet for the pay period are not more than the hours that are authorized. Your provider will not be paid for any additional hours.
5. Do not send any other documents with the timesheet.
6. Do not use correction fluid or tape to fix an entry. To correct a mistake, cross out what's wrong and enter the correct information. Both you and your provider should initial any change.
7. Do not cross out or change the names or pay periods in the boxes at the top of the timesheet. Timesheets are only good for the person and pay period listed.
8. Sign and date the timesheet in ink at the end of the pay period, **and not before**. Both you and the provider must sign the timesheet **after** the hours have been worked.
9. Timesheets are due as soon as possible after the 15th and the last day of each month. The correct mailing address is provided by your county.
10. If the provider moves, he/she must notify the local IHSS office or Public Authority to request an address change form. This should be done within 10 days of moving.

## Common Timesheet Mistakes

- Information is left out.
- The timesheet is not signed by both the provider and the consumer.
- A pencil is used to fill out or sign the timesheet.
- The numbers cannot be read.
- A mistake is covered with correction fluid or tape.
- The number of hours worked in the pay period is not entered correctly.
- Some of the information on the timesheet is torn off when the pay stub (the upper part of the form) was detached.
- The timesheet is mailed before the last day worked in the pay period.
- More hours are claimed than were authorized for payment.

**Making any of these mistakes will cause a delay in processing because the timesheet will be returned for correction.**